



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 15, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-08

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Direct Deposit Payments to Agencies

Mandatory direct deposit rule for vendors became effective July 1, 2002. Agency payments for housing, meals, etc., are considered vendor payments through ISIS HR. Any of these types of vendor payments that are now being direct deposited to the State Treasurer's account are monitored by the State Treasurer's Office (STO).

STO will prepare an AFS DS (Deposit Suspense) document and forward a copy to the appropriate agency. The ACH file identifies the agency for each transaction for the STO. Upon receipt of the DS document, the agency must classify the amount to complete the process.

If you have any questions in reference to the AFS DS document, contact Karen Antoine of the State Treasurer's Office at (225) 342-0047. For questions in reference to the agency payment, contact Orneatha Wright at (225) 342-5357.

JWC:ACV:kmb

c: Karen Antoine, STO